



JERRY SANDERS

Mayor

September 29, 2006

Number U6005

The City of San Diego is accepting resumes for the unclassified position of

DIRECTOR OF PURCHASING AND CONTRACTS

Salary Range: Dependent on qualifications and experience.

Recruitment: Open to all Qualified Candidates.

Filing Deadline: **Open until filled.** Candidates are encouraged to apply promptly as interviews and selection may begin upon receipt of resumes from qualified individuals.

The City:

With more than 1.2 million people, the City of San Diego is the seventh largest city in the United States and the second largest in California. The City of San Diego's strong economy, diverse population, great educational institutions, unsurpassed quality of life and world-renowned location make it the ideal place to work, live and play. With its great weather, miles of sandy beaches and major attractions, San Diego is affectionately known worldwide as "America's Finest City".

As one of the region's largest employers, the City of San Diego has a combined Fiscal Year 2006 operating budget of over \$2.4 billion and employs nearly 11,000 highly dedicated employees. Additional information about the City of San Diego can be obtained on the City's website: www.sandiego.gov

The Department:

The Purchasing and Contracts Department provides centralized purchasing and contracting services, manages the City's inventory of consumable supplies, and manages the distribution and sale of surplus and/or obsolete property. Additionally, the department serves as the lead agency in the management of City relationships for the provision of commodities and services from consultants, service providers, contractors, vendors and suppliers. The department includes Central Stores, Construction and Architectural & Engineering Contracts, Equal Opportunity Contracting Program, Service Agreements, and Managed Competition Program. The FY 2006 budget for the Purchasing and Contracts Department is \$19,965,538.

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The Position:

Under the leadership of the Mayor and the general direction of the Business Office Director/Assistant Chief Operating Officer, the Director of Purchasing and Contracts is responsible for directing and coordinating the services and activities of the Purchasing and Contracts Department. The Director develops and implements policies and procedures conforming to applicable laws and regulations and best business practices to ensure the provision of efficient and effective services to the City; represents the Mayor at City Council and Council committee meetings, and at various civic, business and professional forums. The Director oversees and is responsible for the City's centralized purchasing and contracting administration, material management and property disposal; preparation and monitoring of purchasing and contracting policies, procedures and awards; review, approval and award of contracts; development of the department's annual budget; liaison with other public and private agencies and vendors regarding purchasing and contracting activities; and management and supervision of subordinate Purchasing and Contracts Department managers and staff.

Qualifications:

The ideal candidate will possess the following qualifications:

- Knowledge of principles and practices of purchasing, contracting, materials management, and property disposal;
- Demonstrated success in contract administration and management;
- Knowledge of laws, codes, standards and best practices related to purchasing, contracting, and materials management;
- Demonstrated skills in contract negotiation and administration, government bidding, and purchasing procedures;
- Demonstrated knowledge of strategic planning processes and goal setting practices;
- Demonstrated leadership in solving complex problems by using a high degree of sensitivity, tact and diplomacy;
- Excellent problem solving skills, with the ability to proactively identify and support creative and viable solutions;
- A commitment to public service, fiscal responsibility and innovation in government;
- Substantial, progressively responsible management experience that demonstrates the ability to direct a citywide internal service department;
- The ability to balance competing priorities with externally imposed deadlines;
- Proven ability in budget development and management;
- Competency in exercising fiduciary responsibilities to protect the interests of the City, tax and rate payers, and the public;
- Excellent written and verbal communication skills;
- Focus on enhanced services and customer satisfaction;
- Strong business and political acumen to work effectively with internal customers, external agencies and businesses, elected officials and the public;
- Strong interpersonal leadership skills, with the ability to encourage high performing teams and successfully implement organizational change;
- A commitment to public service, responsible stewardship and innovation in government; and,
- Active and genuine commitment to managing diversity in the workplace.

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Any combination of education and experience that demonstrates these qualifications may be qualifying. Possession of a Bachelor's Degree in public administration, business administration, business management, or related field and 5 years of progressively responsible professional management or program administration experience would be a typical way to demonstrate these qualifications.

Benefits:

The successful candidate will be eligible for participation in the City's Flexible Benefits Plan (\$5,575 annual value for Fiscal Year 2006) which offers several optional benefit plans or a taxable cash option, supplemented by the City's Management Benefit Plan (\$3,000 annual value); paid annual leave accruing at 22 days per year for the 1st through the 15th year of service and 27 days thereafter; defined benefit City retirement with CalPERS reciprocity for those with eligible service; and, optional deferred compensation and 401(k) programs. All employees must join the City's Supplemental Pension Savings Plan (in lieu of Social Security participation) with a minimum required contribution of 3.00% of salary (however, the City will match salary contributions up to 6.05%, which vest at 20% per year of participation). Benefits currently offered to employees may be subject to future modifications.

Selection Process:

To be considered for this position, please submit three copies of your current resume, a letter of interest highlighting your relevant work experience, and a list of three work related references to: The City of San Diego, Personnel Department, Employment Information Center, 1200 Third Avenue, Suite 101A, MS 51P, San Diego, CA 92101, in an envelope marked ***CONFIDENTIAL: Unclassified Recruitment – Director of Purchasing and Contracts*** or e-mail to PersonnelUnclassified@sandiego.gov. **EOE/ADA.**



Rich Snapper
Personnel Director

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